

McKnight Crossings Church of Christ Building Use Policy

Statement of Intent

Part of the mission of McKnight Crossings Church of Christ (MX) is to encourage and support church and community activities. One aspect of this support is to allow MX church members and other organizations to use their grounds and buildings. This General Use Policy is intended to spell out the guidelines under which the church property will be made available.

General Use Policy

All individuals (members or nonmembers) and organizations must make a request for the scheduling and use, for any part of the facility, with the church office. The following will help determine if the building will be available to use when requested.

- I. Ministries that are currently under the MX budget or events that are encouraged/arranged under church leadership's direction can use the facilities without signing a facility use agreement (e.g., NextGen activities; women's prayer meeting) with the exception being weddings (see II), funerals (see III), other events that have a profit nexus to outside commercial activity (see IV), and events that raise funds (see V). The church leader will be responsible to see that the facility is used in accordance with MX Core Beliefs (see Schedule A) and is cleaned in accordance with the Facility Checklist (see Schedule B).
- II. MX will rent out portions of its building for weddings to an MX member in good standing (MGS). MGS who rent the facilities for their wedding or a direct descendant's wedding (two generations down) will pay a lessor price (see Schedule C) than when the MGS is sponsoring a wedding for a nonmember of MX (see Schedule D).
- III. Only MGS and their immediate families (exceptions can be made by the board of directors) can use the MX building for funerals (see Schedule E).
- IV. Events that have for profit nexus to outside commercial activity are not allowed to be conducted using MX's facilities.
- V. Events that raise funds of any kind will not be allowed to use MX's facilities, unless the group/ministry that is responsible for the fundraising is a ministry that is currently under MX's budget or approved by the board of directors.
- VI. Events that do not fall under I-V above will need to be sponsored by a MGS. The MGS is required to sign a facility use agreement (see Schedule E).
- VII. Employees, upon initial hire and annually thereafter, shall sign an affirmation that they will agree to abide by MX's core beliefs while they are using the building in their role as an MX employee.

1. We affirm our submission to the authority of Christ.

We submit to the authority of God's Word in Scripture, always pointing us to Jesus. The authority of the Church rests in Christ as the builder, foundation and head of the body.

Matt. 28:18-20; John 5:39, 20:30-31; Col. 1:15-18; 2 Tim. 3:16-17; Heb. 1:1-4, 4:12; 1 Cor. 3:10-11; Eph. 2:19-22

2. We affirm the need for every person to have a saving relationship with Christ.

Because of our sin and disobedience to the Father, we are saved through Jesus Christ as the only way we are made right with God through the grace given in the life, death, burial, and resurrection of Jesus. We come to Christ through faith, repentance, and baptism.

Matt. 28:18-20; John 14:6; Acts 2:36-38, 4:12; Eph. 2:8-9; Rom. 6

3. We affirm the priority of maintaining unity in Christ.

Our unity is based in the cross of Jesus Christ. We maintain this unity of the Spirit by Christ – his person, work, and words, affirming:

One Body – the Church

One Spirit – the indwelling Holy Spirit

One Hope – eternal life with God

One Lord – Jesus Christ, Son of God

One Faith – the saving message

One Baptism – faith response to Christ

One Father God – all things, especially God's children, are for God's glory.

Matt. 16:18; 1 Cor. 1:1-31, 3:10-11, 12:12-13; Eph. 1:22-23, 2:19-22, 4:1-16; Titus 1:2, 3:7

4. We affirm the importance of growing through worshipping Christ.

We worship God in Spirit and Truth (as temples of the Holy Spirit and with Christ Jesus as our true High Priest). This happens as we gather together in multiple assemblies on Sunday, throughout the week in small groups, and in our individual lives of prayer and devotion to God. We gather to share songs, communion, prayer, the Word, our gifts, and our lives. We worship through lives of service to God at all times and in all places.

John 4:21-24; Heb. 7-10; Rom. 12:1-2; Eph. 4:1; Col. 3:1-17; Matt. 5:16; Heb. 10:25

5. We affirm that marriage is ordained by God as a covenant made between a man and a woman, which is the foundation of the family and representative of Christ and His church.

Eph. 5:22-33; Gen. 1:26-27; Gen. 2:23-24

Please use this checklist to fulfill cleaning expectations for those areas you are using.

AUDITORIUM

- ☐ Pick up trash on the floor and in the pews.
- ☐ Vacuum the carpet and pews where necessary.
- ☐ Remove all personal items.

Vacuum and other cleaning supplies are in the janitor's closet off the Foyer.

Extra trash bags should be in the bottom of each trash can. If not, check cleaning cart.

CLASSROOMS/NURSERY

- ☐ Vacuum, wipe tables, clean dry erase board, straighten chairs.
- ☐ Empty trash cans. (If only a small amount, dump into the kitchen trash can; otherwise use dumpster outside the gym.)

FOYER AND HALLWAY (MAIN LEVEL)

- ☐ Pick up any trash.
- ☐ Vacuum carpet if needed.
- ☐ Straighten doormats and remove any debris.
- ☐ Straighten couches/chairs/tables and clear any debris.
- ☐ Wipe surfaces (coffee tables/coffee bar/kid's check-in) and clear any debris.
- ☐ Empty trash cans. (If only a small amount, dump into the kitchen trash can; otherwise use dumpster outside the gym.)

GYMNASIUM

- ☐ Wipe all tables and chairs as needed.
- ☐ Put chairs on chair racks and store racks in the two double-door gym closets next to kitchen.
- ☐ Put rectangular tables in the gym storage closet (2nd from the left).
- ☐ Put round tables in the gym storage closet (4th from the left).
- ☐ Sweep as needed. Broom and dustpan are in the kitchen pantry. Dust mop is in the closet between the two bathrooms.
- ☐ Wet mop (see janitor's closet in foyer or kitchen pantry) where needed, or wipe spills with a damp cloth.

KITCHEN

- ☐ Clean any bowls, pans, utensils, drink containers, or appliances that were used. Dry and put them away.
- ☐ Wipe off counter tops and stove tops.
- ☐ Remove any stored food items from the refrigerator or freezer.
- ☐ Make sure all appliances are turned off: coffee maker, warmer, stoves, ovens, hood lights, hood fan.
- ☐ Check that doors are closed on refrigeration units and the ice machine.
- ☐ Place all used kitchen towels and cleaning rags in the bucket by the door. (If towels are wet lay them over the bucket to dry.)
- ☐ Empty kitchen trash can. Place bagged trash inside the dumpster in the enclosure located just outside the gym door.
- ☐ Wet mop (see janitor's closet in foyer or kitchen pantry) where needed, or wipe spills with a damp cloth.

RESTROOMS

- ☐ Toilets/urinals flushed.
- ☐ Pick up any debris off the floors.
- ☐ Wipe the sink countertops, clean mirrors if necessary.
- ☐ Empty trash cans. (If only a small amount, dump into the kitchen trash can; otherwise use dumpster outside the gym.)

ROOM 400

- ☐ Pick up trash, papers, debris.
- ☐ Wipe down tables.
- ☐ Put tables and chairs back to their original setup.
- ☐ Vacuum the carpet. Spot treat any carpet stains created by spills.
- ☐ Empty trash cans. (If only a small amount, dump into the kitchen trash can; otherwise use dumpster outside the gym.)

DOORS, LIGHTS, PERSONAL ITEMS, KEY & CHECK-OFF LIST

- ☐ Lock all outer doors (3rd level off McKnight Road, North and South doors on the Main level).
- ☐ Turn off lights.
- ☐ Check that you have all your personal items.
- ☐ Return key (if borrowed from the office) in the Giving Box located in the Foyer.

This Facility Rental Agreement entered into as of this _____ day of _____ (month), _____ (year), between McKnight Crossings Church of Christ (hereinafter referred to as "Landlord") and _____, a McKnight Crossings Church of Christ member in good standing (hereinafter referred to as "Tenant"). This Facility will only be rented when the rental activity of the Tenant is in accordance with the Landlord's Core Beliefs as stated in **Schedule A**.

Name of bride/groom and relationship to Tenant _____.

In consideration of the request for the rental of the Facility, the Landlord and Tenant hereby agree to the following:

1. The Landlord agrees to rent to the Tenant, upon the terms and conditions stated herein, the auditorium, 4th floor fellowship room, gym, and kitchen (hereinafter referred to as the "Facility").
 - A. The Facility shall be rented to the Tenant for a total cost of \$400.00.
(Does not include \$100.00 refundable deposit.)
 - B. The designated Facility shall be available to the Tenant for the hours of _____ till _____, on the _____ day of _____. Any Saturday building rental will be required to be completed (including cleanup) by 7:00 pm. The tenant may choose to extend this to 10 pm with an additional fee of \$100 and agree to have the building "Sunday morning ready" clean. (A list of cleaning tasks will be provided.)
 - C. The Tenant will provide the names of two people responsible to clean all areas used immediately after the use of the Facility in accordance with **Schedule B**. Failure to clean the Facility shall cause the forfeiture of the security deposit. All food shall be consumed in the gym and shall not be permitted in any other areas of the Facility (unless permission is granted to eat in other areas.)
 - D. Upon the signing of this document, a deposit of \$100.00 is due as a security for Tenant's performance and obligations to abide to the terms of this Agreement. The \$100.00 deposit will be returned upon the fulfillment of this contract should there be no additional cleaning needed and no damage done to or suffered by the Facility.
 - E. The Landlord assumes no responsibility for any personal property of the tenant used in the Facility, and the Landlord is hereby released and discharged from any and all liabilities for loss or injury or damages to persons or property that may be sustained by Tenant's occupancy of the Facility. In the case that the Facility shall be damaged by fire or destroyed by any other cause, or if casualty or unforeseen occurrence shall render the fulfillment of this Agreement by Landlord impossible, then Tenant's rent and security deposit shall be refunded and this Agreement shall terminate. Tenant waives any and all other claims for damages. Any matters not covered herein shall be at the discretion of the Landlord.
 - F. The purpose for the use of the Facility is for a _____ and the Facility will not be used for any other purpose.

- G. This Agreement may not be assigned by the Tenant, nor shall the Tenant have the right to subcontract the use of the Facility.
- H. This Agreement shall constitute the entire understanding between the parties and may not be amended, except by a subsequent writing signed by both parties. The laws of the State of Missouri shall govern the terms of this Agreement.
- I. The date requested will be reserved when the completed contract and the \$100.00 deposit are received by the Landlord.
- J. Full payment of all rental charges is due four (4) weeks before the date of the use of the Facility.

McKnight Crossings Church of Christ
2515 S. McKnight Road
St. Louis, Missouri 63124
314-962-7026

By: _____

Title: _____

Tenant

By: _____
McKnight Crossings Church of Christ member in
good standing

Address

Phone

Facility Use Guidelines

Building

- The Tenant (and group) is expected to use only the space(s) and equipment that have been approved and does not include any use of the Landlord's supplies. Tenant (and group) will bring their own paper plates, plastic tableware, napkins, etc.
- The Tenant (and group) is expected to leave the space and equipment in the same arrangement and condition as found. Easels, bulletin boards, and tack strips should be used to display items. No tacky putty or tape of any kind is allowed on walls or doors or exterior of building.
- The Tenant will be required to make compensation for damaged facility or damaged/missing equipment.
- The church properties are "alcohol free," "smoke-free," and "drug free."
- The Tenant (and group) should observe proper parking etiquette and courtesy to neighboring properties. Only church staff is allowed to park in the spaces located on North Rock Hill Road, behind the gymnasium.
- The Tenant shall have adequate supervision for all adult, youth, and children's groups.
- Participation in programs is at your own risk.
- The Tenant is expected to lock doors and turn out lights when leaving.

Communication

The Tenant is responsible for:

- Maintaining communications with the church, understanding the Facility use guidelines, and ensuring all group members adhere to them.
- Notifying the church promptly whenever the group makes a change in schedule. The Church will notify the contact person as quickly as possible should a change need to be made by the church that affects the group's reservation. The Tenant has responsibility for notifying group members.
- Notifying the church and/or resolving any problems with the Facility and/or equipment/furnishings in the space(s) the group has reserved.

Sound System

Only an Authorized Member of the McKnight Crossings Church of Christ may operate the sound equipment. The Sound Technician on premises will operate sound and lighting systems. Any pre-recorded music must be on a flash drive and given to the Sound Technician on the wedding rehearsal night.

I have read and understand the above expectations and guidelines for use of the McKnight Crossings Church of Christ building and agree to adhere to them to the best of my ability.

Tenant Signature

Date

This Facility Rental Agreement entered into as of this _____ day of _____ (month), _____ (year), between McKnight Crossings Church of Christ (hereinafter referred to as "Landlord") and _____, a McKnight Crossings Church of Christ member in good standing (hereinafter referred to as "Tenant"). This Facility will only be rented when the rental activity of the Tenant is in accordance with the Landlord's Core Beliefs as stated in **Schedule A**.

Name of bride/groom and relationship to Tenant _____.

In consideration of the request for the rental of the Facility, the Landlord and Tenant hereby agree to the following:

1. The Landlord agrees to rent to the Tenant, upon the terms and conditions stated herein, the auditorium, 4th floor fellowship room, gym, and kitchen (hereinafter referred to as the "Facility").
 - A. The Facility shall be rented to the Tenant for a total cost of \$1200.00.
(Does not include \$200.00 refundable deposit.)
 - B. The designated Facility shall be available to the Tenant for the hours of _____ till _____, on the _____ day of _____. Any Saturday building rental will be required to be completed (including cleanup) by 7:00 pm. The tenant may choose to extend this to 10 pm with an additional fee of \$100 and agree to have the building "Sunday morning ready" clean. (A list of cleaning tasks will be provided.)
 - C. The Tenant will provide the names of two people responsible to clean all areas used immediately after the use of the Facility in accordance with **Schedule B**. Failure to clean the Facility shall cause the forfeiture of the security deposit. All food shall be consumed in the gym and shall not be permitted in any other areas of the Facility (unless permission is granted to eat in other areas.)
 - D. Upon the signing of this document, a deposit of \$200.00 is due as a security for Tenant's performance and obligations to abide to the terms of this Agreement. The \$200.00 deposit will be returned upon the fulfillment of this contract should there be no additional cleaning needed and no damage done to or suffered by the Facility.
 - E. The Landlord assumes no responsibility for any personal property of the tenant used in the Facility, and the Landlord is hereby released and discharged from any and all liabilities for loss or injury or damages to persons or property that may be sustained by Tenant's occupancy of the Facility. In the case that the Facility shall be damaged by fire or destroyed by any other cause, or if casualty or unforeseen occurrence shall render the fulfillment of this Agreement by Landlord impossible, then Tenant's rent and security deposit shall be refunded and this Agreement shall terminate. Tenant waives any and all other claims for damages. Any matters not covered herein shall be at the discretion of the Landlord.
 - F. The purpose for the use of the Facility is for a _____ and the Facility will not be used for any other purpose.

- G. This Agreement may not be assigned by the Tenant, nor shall the Tenant have the right to subcontract the use of the Facility.
- H. This Agreement shall constitute the entire understanding between the parties and may not be amended, except by a subsequent writing signed by both parties. The laws of the State of Missouri shall govern the terms of this Agreement.
- I. The date requested will be reserved when the completed contract and the \$200.00 deposit are received by the Landlord.
- J. Full payment of all rental charges is due four (4) weeks before the date of the use of the Facility.

McKnight Crossings Church of Christ
2515 S. McKnight Road
St. Louis, Missouri 63124
314-962-7026

By: _____

Title: _____

Tenant

By: _____
McKnight Crossings Church of Christ member in
good standing

Address

Phone

Facility Use Guidelines

Building

- The Tenant (and group) is expected to use only the space(s) and equipment that have been approved and does not include any use of the Landlord's supplies. Tenant (and group) will bring their own paper plates, plastic tableware, napkins, etc.
- The Tenant (and group) is expected to leave the space and equipment in the same arrangement and condition as found. Easels, bulletin boards, and tack strips should be used to display items. No tacky putty or tape of any kind is allowed on walls or doors or exterior of building.
- The Tenant will be required to make compensation for damaged facility or damaged/missing equipment.
- The church properties are "alcohol free," "smoke-free," and "drug free."
- The Tenant (and group) should observe proper parking etiquette and courtesy to neighboring properties. Only church staff is allowed to park in the spaces located on North Rock Hill Road, behind the gymnasium.
- The Tenant shall have adequate supervision for all adult, youth, and children's groups.
- Participation in programs is at your own risk.
- The Tenant is expected to lock doors and turn out lights when leaving.

Communication

The Tenant is responsible for:

- Maintaining communications with the church, understanding the Facility use guidelines, and ensuring all group members adhere to them.
- Notifying the church promptly whenever the group makes a change in schedule. The Church will notify the contact person as quickly as possible should a change need to be made by the church that affects the group's reservation. The Tenant has responsibility for notifying group members.
- Notifying the church and/or resolving any problems with the Facility and/or equipment/furnishings in the space(s) the group has reserved.

Sound System

Only an Authorized Member of the McKnight Crossings Church of Christ may operate the sound equipment. The Sound Technician on premises will operate sound and lighting systems. Any pre-recorded music must be on a flash drive and given to the Sound Technician on the wedding rehearsal night.

I have read and understand the above expectations and guidelines for use of the McKnight Crossings Church of Christ building and agree to adhere to them to the best of my ability.

Tenant Signature

Date

This Facility Rental Agreement entered into as of this _____ day of _____ (month), _____ (year), between McKnight Crossings Church of Christ (hereinafter referred to as "MX") and _____, a McKnight Crossings Church of Christ member in good standing (hereinafter referred to as "MGS"). This Facility will only be available when the activity of the MGS is being held in accordance with MX's Core Beliefs as stated in **Schedule A**.

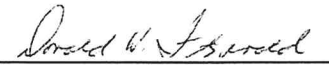
In consideration of the request for the use of the Facility, the MX and MGS hereby agree to the following:

1. MX agrees to allow the MGS, upon the terms and conditions stated herein, the use of the following rooms that are circled: auditorium, foyer/hallway, 4th floor fellowship room, gym, and kitchen (hereinafter referred to as the "Facility").

- A. The Facility shall be available to the MGS for no remuneration.
- B. The designated Facility shall be available to the MGS for the hours of _____ till _____ on the _____ day of _____. Any Saturday building usage will be required to be completed (including cleanup) by 7:00 pm.
- C. The MGS will provide the names of two people responsible to clean all areas used immediately after the use of the Facility in accordance with **Schedule B**. Failure to clean the Facility shall cause the MGS to pay for the clean-up charges (\$25/hour.) All food shall be consumed in the gym and shall not be permitted in any other areas of the Facility (unless permission is granted to eat in other areas).
- D. MX assumes no responsibility for any personal property of the MGS used in the Facility, and MX is hereby released and discharged from any and all liabilities for loss or injury or damages to persons or property that may be sustained by MGS's occupancy of the Facility. In the case that the Facility shall be damaged by fire or destroyed by any other cause, or if casualty or unforeseen occurrence shall render the fulfillment of this Agreement by MX impossible, then this Agreement shall terminate. MGS waives any and all other claims for damages. Any matters not covered herein shall be at the discretion of the MX.
- E. The purpose for the use of the Facility is for _____ and the Facility will not be used for any other purpose.
- F. This Agreement may not be assigned by the MGS, nor shall the MGS have the right to subcontract the use of the Facility.

- G. This Agreement shall constitute the entire understanding between the parties and may not be amended, except by a subsequent writing signed by both parties. The laws of the State of Missouri shall govern the terms of this Agreement.

McKnight Crossings Church of Christ
2515 S. McKnight Road
St. Louis, Missouri 63124
314-962-7026

By: 

Title: Donald W. Fitzgerald, President

MGS

By: _____
McKnight Crossings Church of Christ member in
good standing

Address

Phone

Facility Use Guidelines

Building

- The MGS (and group) is expected to use only the space(s) and equipment that have been approved and does not include any use of MX's supplies. The MGS (and group) will bring their own paper plates, plastic tableware, napkins, etc.
- The MGS (and group) is expected to leave the space and equipment in the same arrangement and condition as found. Easels, bulletin boards, and tack strips should be used to display items. No tacky putty or tape of any kind is allowed on walls or doors or exterior of building.
- The MGS will be required to make compensation for damaged facility or damaged/missing equipment.
- The church properties are "alcohol free," "smoke-free," and "drug free."
- The MGS (and group) should observe proper parking etiquette and courtesy to neighboring properties. Only church staff is allowed to park in the spaces located on North Rock Hill Road, behind the gymnasium.
- The MGS shall have adequate supervision for all adult, youth, and children's groups.
- Participation in programs is at your own risk.
- The MGS is expected to lock doors and turn out lights when leaving.

Communication

The MGS is responsible for:

- Maintaining communications with the church, understanding the Facility use guidelines, and ensuring all group members adhere to them.
- Notifying the church promptly whenever the group makes a change in schedule. The Church will notify the contact person as quickly as possible should a change need to be made by the church that affects the group's reservation. The MGS has responsibility for notifying group members.
- Notifying the church and/or resolving any problems with the Facility and/or equipment/furnishings in the space(s) the group has reserved.

Sound System

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I have read and understand the above expectations and guidelines for use of the McKnight Crossings Church of Christ building and agree to adhere to them to the best of my ability.

MGS Signature

Date

Information Sheet for Weddings at the Building

Name of Bride: _____

Name of Groom: _____

Date of the wedding: _____ Time of Ceremony: _____

Time frame for use of the building: _____

Areas of the building to be used:

____ Auditorium

____ Foyer/Hallway

____ Gym

____ Kitchen

____ Classroom and restrooms on 3rd level (for girls)

____ Classroom off the gym (for guys)

____ Other area/s: _____

Name of officiant: _____

Name of person responsible to open/close the building: _____

Name of persons responsible for cleaning up: _____

Reception at the building? YES NO How many expected? _____

Audio/Visual person needed? YES NO

Rehearsal at MX? YES NO Date: _____ Time: _____

Ceremony Attendance: Open to church _____ or by invitation only _____

Date Deposit Paid: _____

Date Rental Fee Paid: _____

READINESS FOR SUNDAY WORSHIP

Auditorium -vacuumed, pews cleaned of debris, clutter and trash.

Carpets/Tiled Areas -Foyer, hallway, and all classrooms vacuumed, swept, or mopped.

Bathrooms -fully cleaned, paper replenished, soap replaced, trash removed, mirrors.

Windows -especially door windows cleaned of all smudges. Ledges clear of dust, bugs.

Doormats -straightened and debris removed.

Couches/Chairs -neatly placed, cushions straightened, clean, and clear of debris.

Surfaces -(tables/coffee bar/kids check-in) are wiped clean. All clutter/trash removed.

Foyer Tables -positioned neatly, tablecloths straightened, lint-free, organized.

Trash-cans -emptied in auditorium, foyer/hallway, bathrooms, gym, classrooms, kitchen.

Nurseries -(baby/toddler, nursing moms) are clean, vacuumed, and free of dirty diapers.

Classrooms -(including Canteen and Café) are vacuumed, tables wiped, dry erase boards clean, furniture straightened, chairs in place.

Gym Floor -wet/dry mopped, trash removed.

Kitchen -counters and sinks wiped, floor clean, stovetop, stainless steel, trash.